



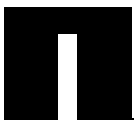
I000 Information

I010 Summary of Changes

This Summary of Changes lists all of the revisions to the *Domestic Mail Manual* since the publication of Issue 56 (1-7-01).

1.0 SUMMARY OF CHANGES BY EFFECTIVE DATE

- November 1, 2001**
1.1 **D010.1.5** is amended and **D010.1.8** is added to reflect changes made to Form 5541, *Pickup Service Statement*, and to include the availability of pickup service for international mail. Published in PB 22062 (11-1-01).
- L001** and **L606** are amended to reflect changes in mail processing operations. Published in PB 22062 (11-1-01).
- M032.2.3** is revised to show that zebra codes (the series of diagonal or vertical marks on barcoded tray labels) are required only on trays of automation letters and flats. Published in PB 22062 (11-1-01).
- October 4, 2001**
1.2 **E620.2.0** is amended to clarify that commingled Standard Mail machinable and irregular parcels are eligible for 3/5 rates. Published in PB 22060 (10-4-01).
- F010.4.7** is added to clarify that undeliverable-as-addressed Mailgrams are treated as First-Class Mail. Published in PB 22060 (10-4-01).
- M031.3.1** is amended to clarify label holder placement on letter and flat trays. Published in PB 22060 (10-4-01).
- P030.5.4** is revised to allow zoned-rate metered Priority Mail to be deposited in collection boxes. Published in PB 22060 (10-4-01).
- September 20, 2001**
1.3 **E751 Exhibit 7.0** is amended to add a ZIP Code for Parcel Select destination entry. Published in PB 22059 (9-20-01).
- September 6, 2001**
1.4 Revisions were made throughout the DMM to reflect a reorganization of the rates and classification service centers (RCSCs). Published in PB 22058 (9-6-01).
- A010.4.3** and **E710.3.1** are revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Published in PB 22058 (9-6-01).
- A930** and **M050** are revised to change the documentation requirements for Periodicals and Standard Mail mailings sequenced in line-of-travel (LOT) order and to fully describe the sequencing product options. Published in PB 22058 (9-6-01).
- L001**, **L004**, and **L606** are amended to reflect changes in mail processing operations. Published in PB 22058 (9-6-01).
- I022**, Subject Index, is revised and reorganized with new key words and concepts. Published in PB 22058 (9-6-01).
- September 1, 2001**
1.5 **E610**, **E752**, **M011**, **M041**, **M045**, **M130**, **M610**, **M620**, **M723**, **M820**, **M910**, **M920**, **M930**, and **M940** are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Published in PB 22052 (6-14-01).
- August 23, 2001**
1.6 **D910** is revised to clarify the application procedure for post office box service. Published in PB 22057 (8-23-01).



- E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22057 (8-23-01).
- August 9, 2001**
1.7 [L606](#) is amended to correct errors in Column B. Published in PB 22055 (7-26-01).
- July 26, 2001**
1.8 E751 [Exhibit 8.0](#) is amended to delete a ZIP Code for Parcel Select destination entry. Published in PB 22055 (7-26-01).
- July 17, 2001**
1.9 [P030.1.4](#) is revised to allow the use of information-based indicia (IBI) to show evidence of postage in the same manner as letterpress and digital meter stamps. This extends the use of IBI to all mail classes except Periodicals. Published in PB 22055 (7-26-01).
- July 15, 2001**
1.10 [G095](#) is added to describe the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental presorted Priority Mail classification.
- [M031](#), [M045](#), [M920](#), [M930](#), and [M940](#) are revised to require pallets of Periodicals and Standard Mail containing carrier route mail and/or Presorted rate mail to show "NONBARCODED" or "NBC" in the pallet label. These pallet label standards were originally revised effective January 7, 2001, in conjunction with implementation of the R2000-1 omnibus rate case. Mailers were given until July 15, 2001, to comply. Published in PB 22052 (6-14-01).
- July 12, 2001**
1.11 [E610](#), [E620](#), [E713](#), [E714](#), [E751](#), [E752](#), [E753](#), [M011](#), [M032](#), [M041](#), [M045](#), [M073](#), [M610](#), [M710](#), [M722](#), [M723](#), [M730](#), and [M740](#) are revised and labeling list [L606](#) is added for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Published in PB 22054 (7-12-01).
- E751 [Exhibit 6.0](#) is amended to add and delete certain ZIP Codes for DSCF mail entered at a designated BMC. E751 [Exhibit 7.0](#) is amended to delete certain ZIP Codes for delivery facility exception to the "majority of city carriers" rule. Published in PB 22054 (7-12-01).
- [L001](#), [L002](#), and [L005](#) are amended to reflect changes in mail processing operations. Published in PB 22054 (7-12-01).
- [M031.4.7](#) is amended to correct information about the mailer information line on pallet labels. Published in PB 22054 (7-12-01).
- July 1, 2001**
1.12 [A920](#) is revised to reflect a new option for mailing list owners to have their address lists sequenced electronically. Published in PB 22039 (12-14-00).
- [E500.1.0](#), [M500.2.2](#), and [M500.3.3](#) are updated to include information on Express Mail delivery and waiver of signature. Published in PB 22053 (6-28-01).
- [M020](#) is revised to improve package integrity for Periodicals and Standard Mail by prescribing basic standards for preparing and securing all packages and incorporating standards that pertain individually to packages on pallets, packages in sacks, and packages in trays. Published in PB 22050 (5-17-01).
- [S913.2.5](#) is revised to reflect updated Publication 91, *Confirmation Services Technical Guide*. [S919.2.1c](#), [S919.3.3a](#), and [Exhibit S919.2.1c](#) are revised and [Exhibit S919.3.3](#) is added to reflect standard guidelines for mailers designing and printing their own shipping labels. Published in PB 22053 (6-28-01).
- [S916.3.3](#) is revised to update authorized agent information to support the revised Form 3849, *Delivery Notice/Reminder/Receipt*, and the electronic record management program. Published in PB 22053 (6-28-01).



- June 28, 2001**
1.13 E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22053 (6-28-01).
- June 14, 2001**
1.14 [C023.11.5](#) is revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, *Code of Federal Regulations* (49 CFR). Published in PB 22052 (6-14-01).
- [C200.1.4b](#) is revised to amend the standard for loose enclosures at Periodicals rates. The revised standard allows as permissible enclosures receipts, requests, orders for a subscription, and printed matter (which is part of or accompanied by and related exclusively to a request or order for a subscription) for any Periodicals publication (including publications pending Periodicals authorization), provided other products or services are not advertised, promoted, or offered. Published in PB 22052 (6-14-01).
- [D230](#) is revised to allow the Postal Service to cancel a Periodicals publication's additional entry authorization when the additional entry is not used for an entire calendar year. Published in PB 22052 (6-14-01).
- [E712.1.2](#) is revised to rescind provisions concerning merchandise samples as enclosures with Bound Printed Matter. In its place, [E712.1.2b](#) provides for the inclusion of "nonprint" attachments and enclosures so long as such attachments and enclosures are incidental to the qualifying Bound Printed Matter material and have minimal commercial value. Published in PB 22052 (6-14-01).
- [M013](#) is revised to provide mailers with two new optional endorsement lines (OEL). These new format options allow mailers to list carrier route line-of-travel (LOT) information for Periodicals and Standard Mail within an OEL. Published in PB 22051 (5-31-01).
- [M031.4.0](#) is amended to clarify the required information that must appear on a pallet label. This revision provides descriptions of what should appear on the destination line (Line 1), content line (Line 2), and office of mailing or mailer information line (Line 3) of pallet labels. Published in PB 22052 (6-14-01).
- [M041.5.3](#) is revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by the mailer or mailer's agent. Published in PB 22052 (6-14-01).
- [S923](#) is amended to allow permit holders to add return receipt for merchandise to merchandise return service (MRS) and to allow MRS permit holders more flexibility with placement of other information (e.g., company logo, return authorization number, inventory barcode) on MRS labels. Published in PB 22052 (6-14-01).
- May 28, 2001**
1.15 E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22050 (5-31-01).
- May 3, 2001**
1.16 [C700.2.0](#) is amended to clarify that the nonmachinable surcharge for Parcel Post does not apply to parcels that contain perishable items. Published in PB 22049 (5-3-01).
- [L001](#) is amended to reflect changes in mail processing operations. Published in PB 22049 (5-3-01).
- April 19, 2001**
1.17 E751 [Exhibit 8.0](#) is amended to delete ZIP Codes for Parcel Select destination entry. Published in PB 22048 (4-19-01).



- April 5, 2001**
1.18 [E120.1.4](#), [M012.3.1](#), [S918.3.3](#), and [Exhibit S918.2.1c](#) are revised; and [Exhibit E120.1.4](#), [Exhibit M012.3.1](#), and [Exhibit S918.3.3](#) are added to reflect the standard guidelines for creating package shipping labels. Published in PB 22047 (4-5-01).
[E670.8.1](#), [G091.2.1](#), [G091.2.2](#), [G091.3.0](#), and [G091.4.1](#) are revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Published in PB 22047 (4-5-01).
- March 8, 2001**
1.19 [C010.8.3](#) and [C050.4.2](#) are amended to clarify that soft goods weighing more than 5 pounds may be mailed as machinable parcels. Published in PB 22045 (3-8-01).
[D042.2.6](#) is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Published in PB 22045 (3-8-01).
[L001](#), [L002](#), [L003](#), [L004](#), and [L801](#) are amended to reflect changes in mail processing operations. Published in PB 22045 (3-8-01).
- February 22, 2001**
1.20 E751 [Exhibit 7.0](#) is amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22044 (2-22-01).
- February 8, 2001**
1.21 E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to delete and add ZIP Codes for Parcel Select destination entry. Published in PB 22043 (2-8-01).
- January 11, 2001**
1.22 [L001](#) and [L002](#) are amended to reflect changes in mail processing operations. Published in PB 22041 (1-11-01).
- January 7, 2001**
1.23 [L801](#) is corrected to add footnotes for four entries. Published in PB 22044 (2-22-01).
[S921.1.8](#) and [1.9](#) are amended to reflect the \$1,000 limit for collect on delivery (COD). Published in PB 22044 (2-22-01).
- January 1, 2001**
1.24 [E670.5.11](#) is revised to reflect an increase for low-cost products available at Nonprofit Standard Mail rates. Published in PB 22043 (2-8-01).
- September 7, 2000**
1.25 [A010.1.2](#), [A010.3.2](#), [A010.5.3](#), [D042.2.5](#), [D042.2.6](#), [D042.2.7](#), and [Exhibit F010.4.1](#) are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Published in PB 22032 (9-7-00).

2.0 SUMMARY OF CHANGES BY DMM MODULE

- A**
Addressing
2.1 [A010.1.2](#), [A010.3.2](#), and [A010.5.3](#) are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.
[A010.4.3](#) is revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Effective 9-6-01.
[A920](#) is revised to reflect a new option for mailing list owners to have their address lists sequenced electronically. Effective 7-1-01.
[A930](#) is revised to fully describe mail sequencing product options. Effective 9-6-01.
- C**
Characteristics and Content
2.2 [C010.8.3](#) and [C050.4.2](#) are amended to clarify that soft goods weighing more than 5 pounds may be mailed as machinable parcels. Effective 3-8-01.
[C023.11.5](#) is revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, *Code of Federal Regulations* (49 CFR). Effective 6-14-01.
[C200.1.4b](#) is revised to amend the standard for loose enclosures at Periodicals rates. The revised standard allows as permissible enclosures receipts, requests,



orders for a subscription, and printed matter (which is part of or accompanied by and related exclusively to a request or order for a subscription) for any Periodicals publication (including publications pending Periodicals authorization), provided other products or services are not advertised, promoted, or offered. Effective 6-14-01.

[C700.2.0](#) is amended to clarify that the nonmachinable surcharge for Parcel Post does not apply to parcels that contain perishable items. Effective 5-3-01.

D Deposit, Collection, and Delivery

2.3

[D010.1.5](#) is amended and [D010.1.8](#) is added to reflect changes made to Form 5541, *Pickup Service Statement*, and to include the availability of pickup service for international mail. Effective 11-1-01.

[D042.2.5](#), [D042.2.6](#), and [D042.2.7](#) are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.

[D042.2.6](#) is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 3-8-01.

[D230](#) is revised to allow the Postal Service to cancel a Periodicals publication's additional entry authorization when the additional entry is not used for an entire calendar year. Effective 6-14-01.

[D910](#) is revised to clarify the application procedure for post office box service. Effective 8-23-01.

E Eligibility

2.4

[E120.1.4](#) is revised and [Exhibit E120.1.4](#) is added to reflect the standard guidelines for creating package shipping labels. Effective 4-5-01.

[E500.1.0](#) is updated to include information on Express Mail delivery and waiver of signature. Effective 7-1-01.

[E610](#), [E620](#), [E713](#), [E714](#), [E751](#), [E752](#), and [E753](#) are revised for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Effective 7-12-01.

[E610](#) and [E752](#) are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Effective 9-1-01.

[E620.2.0](#) is amended to clarify that commingled Standard Mail machinable and irregular parcels are eligible for 3/5 rates. Effective 10-4-01.

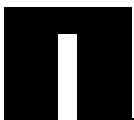
[E670.5.11](#) is revised to reflect an increase for low-cost products mailable at Nonprofit Standard Mail rates. Effective 1-1-01.

[E670.8.1](#) is revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Effective 4-5-01.

[E710.3.1](#) is revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Effective 9-6-01.

[E712.1.2](#) is revised to rescind provisions concerning merchandise samples as enclosures with Bound Printed Matter. In its place, [E712.1.2b](#) provides for the inclusion of "nonprint" attachments and enclosures so long as such attachments and enclosures are incidental to the qualifying Bound Printed Matter material and have minimal commercial value. Effective 6-14-01.

[E751](#) [Exhibit 6.0](#) is amended to add and delete certain ZIP Codes for DSCF mail entered at a designated BMC. [E751](#) [Exhibit 7.0](#) is amended to delete certain ZIP Codes for delivery facility exception to the "majority of city carriers" rule. Effective 7-12-01.



- E751 [Exhibit 7.0](#) is amended to add ZIP Codes for Parcel Select destination entry. Effective 2-22-01.
- E751 [Exhibit 7.0](#) is amended to add a ZIP Code for Parcel Select destination entry. Effective 9-20-01.
- E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to delete and add ZIP Codes for Parcel Select destination entry. Effective 2-8-01.
- E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Effective 5-28-01.
- E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Effective 6-28-01.
- E751 [Exhibit 7.0](#) and [Exhibit 8.0](#) are amended to add ZIP Codes for Parcel Select destination entry. Effective 8-23-01.
- E751 [Exhibit 8.0](#) is amended to delete ZIP Codes for Parcel Select destination entry. Effective 4-19-01.
- E751 [Exhibit 8.0](#) is amended to delete a ZIP Code for Parcel Select destination entry. Effective 7-26-01.
- F**
Forwarding and
Related Services
2.5
- [Exhibit F010.4.1](#) is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.
- [F010.4.7](#) is added to clarify that undeliverable-as-addressed Mailgrams are treated as First-Class Mail. Effective 10-4-01.
- G**
General Information
2.6
- [G091.2.1](#), [G091.2.2](#), [G091.3.0](#), and [G091.4.1](#) are revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Effective 4-5-01.
- [G095](#) is added to describe the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental presorted Priority Mail classification. Effective 7-15-01.
- L**
Labeling Lists
2.7
- [L001](#) is amended to reflect changes in mail processing operations. Effective 5-3-01.
- [L001](#) and [L002](#) are amended to reflect changes in mail processing operations. Effective 1-11-01.
- [L001](#), [L002](#), [L003](#), [L004](#), and [L801](#) are amended to reflect changes in mail processing operations. Effective 3-8-01.
- [L001](#), [L002](#), and [L005](#) are amended to reflect changes in mail processing operations. Effective 7-12-01.
- [L001](#), [L004](#), and [L606](#) are amended to reflect changes in mail processing operations. Effective 9-6-01.
- [L001](#) and [L606](#) are amended to reflect changes in mail processing operations. Effective 11-1-01.
- [L606](#) is added for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Effective 7-12-01.
- [L606](#) is amended to correct errors in Column B. Effective 8-9-01.
- [L801](#) is corrected to add footnotes for four entries. Effective 1-7-01.



M
Mail Preparation and
Sortation
2.8

[M011](#), [M032](#), [M041](#), [M045](#), [M073](#), [M610](#), [M710](#), [M722](#), [M723](#), [M730](#), and [M740](#) are revised for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Effective 7-12-01.

[M011](#), [M041](#), [M045](#), [M130](#), [M610](#), [M620](#), [M723](#), [M820](#), [M910](#), [M920](#), [M930](#), and [M940](#) are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Effective 9-1-01.

[M012.3.1](#) is revised and [Exhibit M012.3.1](#) is added to reflect the standard guidelines for creating package shipping labels. Effective 4-5-01.

[M013](#) is revised to provide mailers with two new optional endorsement lines (OEL). These new format options allow mailers to list carrier route line-of-travel (LOT) information for Periodicals and Standard Mail within an OEL. Effective 6-14-01.

[M020](#) is revised to improve package integrity for Periodicals and Standard Mail by prescribing basic standards for preparing and securing all packages and incorporating standards that pertain individually to packages on pallets, packages in sacks, and packages in trays. Effective 7-1-01.

[M031](#), [M045](#), [M920](#), [M930](#), and [M940](#) are revised to require pallets of Periodicals and Standard Mail containing carrier route mail and/or Presorted rate mail to show "NONBARCODED" or "NBC" in the pallet label. These pallet label standards were originally revised effective January 7, 2001, in conjunction with implementation of the R2000-1 omnibus rate case. Mailers were given until July 15, 2001, to comply. Effective 7-15-01.

[M031.3.1](#) is amended to clarify label holder placement on letter and flat trays. Effective 10-4-01.

[M031.4.0](#) is amended to clarify the required information that must appear on a pallet label. This revision provides descriptions of what should appear on the destination line (Line 1), content line (Line 2), and office of mailing or mailer information line (Line 3) of pallet labels. Effective 6-14-01.

[M031.4.7](#) is amended to correct information about the mailer information line on pallet labels. Effective 7-12-01.

[M032.2.3](#) is revised to show that zebra codes (the series of diagonal or vertical marks on barcoded tray labels) are required only on trays of automation letters and flats. Effective 11-1-01.

[M041.5.3](#) is revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by the mailer or mailer's agent. Effective 6-14-01.

[M050](#) is revised to change the documentation requirements for Periodicals and Standard Mail mailings sequenced in line-of-travel (LOT) order. Effective 9-6-01.

[M500.2.2](#) and [M500.3.3](#) are updated to include information on Express Mail delivery and waiver of signature. Effective 7-1-01.

P
Postage and Payment
Methods
2.9

[P030.1.4](#) is revised to allow the use of information-based indicia (IBI) to show evidence of postage in the same manner as letterpress and digital meter stamps. This extends the use of IBI to all mail classes except Periodicals. Effective 7-17-01.

[P030.5.4](#) is revised to allow zoned-rate metered Priority Mail to be deposited in collection boxes. Effective 10-4-01.



- S

Special Services

2.10

S913.2.5

is revised to reflect the updated Publication 91, *Confirmation Services Technical Guide*. S919.2.1c, S919.3.3a, and Exhibit S919.2.1c are revised and Exhibit S919.3.3 is added to reflect standard guidelines for mailers designing and printing their own shipping labels. Effective 7-1-01.

S916.3.3

is revised to update authorized agent information to support the revised Form 3849, *Delivery Notice/Reminder/Receipt*, and the electronic record management program. Effective 7-1-01.
- I

Index Information

2.11

I022

, Subject Index, is revised and reorganized with new key words and concepts. Effective 9-6-01.